

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

April 9, 2002

PPL No. 02-002

TO: All Local Educational Consortia (LEC)
Local Governmental Agencies (LGA)
Medi-Cal Administrative Activities (MAA)

SUBJECT: **MAA SUMMARY INVOICES AND SUMMARY FOR REVISED INVOICE-AMENDED FORMATS**

The purpose of this transmittal is to clarify the policy and procedure for submitting revisions to MAA invoices and to provide copies of the amended MAA Summary Invoice and the MAA Summary for Revised Invoice Excel spreadsheet formats.

All changes to a MAA invoice that has been processed and paid are considered a revision. To submit a revised invoice to the Administrative Claiming Operations Unit, the LGAs or LECs must submit the invoice on the MAA Summary for Revised Invoice sheet along with the revised invoice detail sheets. Identify this as "Revised Invoice" in the transmittal letter, each summary invoice sheet and on invoice detail sheets with the invoice number (R-1). A revision requires the use of the summary invoice sheet for revision and new checklist to avoid loss of federal funds.

Attached are the amended MAA Summary Invoices that the LGAs or LECs must submit with initial MAA invoices and the MAA Summary for Revised Invoices. These Summary Invoice formats supercede all other Summary Invoice sheets the LGAs or LECs have received to date.



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The only change to the formats is in the first sentence of the box "For DHS Program Use Only". The phrase and any adjustment(s) that have been added. This will allow DHS to modify an invoice when the DHS and the LGA or LEC agree to modifications. This will save LGAs and LECs from having to submit a replacement invoice and thereby improve processing time.

The new MAA Summary Invoices and Summary for Revised Invoice-Amended Formats will be e-mailed to the LGAs and LECs by the analyst.

If you have any questions or concerns, please contact Ms. Georgia Rivers, Chief of the Administrative Claiming Operations Unit, at (916) 657-0672 or by e-mail at grivers2@dhs.ca.gov.

Sincerely,

Original Signed by P. Morrison

Patricia Morrison, Chief
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Attachments

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